



POSITION DESCRIPTION

Title: Xavier College Teacher
Department: VCE Chemistry / Physics
Location: Senior Campus

THE IGNATIAN EDUCATOR

An Ignatian Educator accompanies students on their formation in a Jesuit school. They are reflective, cognisant and committed to modelling best practice. In collaboration with colleagues, the Ignatian Educator engages in ongoing personal, professional and religious development in order to sustain a vibrant community committed to the mission of Jesuit education.

The essential role of a teacher at Xavier College is to provide the best possible learning environment and pastoral care for each student according to the Xavier College Mission Statement and the Characteristics of Jesuit Education. All staff are required to acknowledge their commitment to the Xavier College Child Protection program. It is a requirement that all staff ensure the wellbeing and protection of every child in the care of the College.

NATURE OF THE ROLE

At Xavier College teachers operate in a multi-faceted role where duties include:

- Best practice in contemporary teaching pedagogies
- Pastoral care
- Curriculum development
- Professional learning and professional formation
- Co-curricular involvement
- General and Administrative duties
- Duty of Care responsibilities

RESPONSIBILITIES

At Xavier College, teachers:

- are responsible for the care and protection of children in accordance with Ministerial Order 870
- are expected to support and reflect the Ignatian ethos of the College
- are responsible for the wellbeing, teaching and learning programs of all students in their care
- are responsible for the conduct of students
- are responsible for the appearance of students and model appropriate dress by adhering to the dress code policy as published in the staff manual
- are expected to develop and maintain collegial and professional relationships with fellow staff members
- adhere to all College policies as published on the Community Portal.

BEST PRACTICE IN TEACHING

At Xavier College, teachers:

- are expected to reflect Ignatian Pedagogies in their teaching style
- develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs and where appropriate liaise with appropriate support staff in the implementation of the curriculum – e.g. Learning Enhancement Centre staff, Resource Centre staff
- explore and utilise contemporary teaching strategies to effectively implement the curriculum
- give appropriate time to lesson planning and organisation
- understand state and national course requirements
- keep accurate records of student attendance
- embrace the use of Information and Communications Technologies to enhance learning
- engage in Parent Teacher Interviews and communicate regularly with parents either electronically or verbally
- write formal academic reports that conform to the College's Reporting Writing Policy
- monitor the progress of each student and provide regular feedback to each student on their progress, both verbally and online using the College Learning Management System.

PASTORAL CARE

At Xavier College, teachers are expected to:

- be active participants in the College's pastoral care system
- exercise pastoral care in a manner that reflects Ignatian values
- attend House meetings as scheduled
- attend all College and Campus assemblies
- attend Centre for Faith and Service and College liturgical celebrations
- attend school organised activities relevant to House or Year level, as required.

CURRICULUM DEVELOPMENT

At Xavier College, teachers are expected to:

- plan, develop, review and evaluate curriculum in subject areas and at year levels which they teach
- work collaboratively with the design and implementation of new curriculum materials and approaches
- investigate and become knowledgeable of new curriculum strategies and concepts
- be compliant in the administering of appropriate State curriculum documentation, including current Victorian Curriculum capabilities and VCE Study Designs
- attend and contribute to subject meetings as scheduled.

PROFESSIONAL DEVELOPMENT

At Xavier College, teachers are expected to:

- have current knowledge of pedagogy/curriculum trends in their teaching areas
- commit to ongoing relevant professional learning in their teaching areas
- be open to researching areas of interest relevant to directions provided in the College's Strategic Plan
- integrate ICT and appropriate technology into curriculum, teaching and learning
- participate in the staff appraisal process
- be an active member of a relevant professional association as duties permit
- support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with Head of Learning Area or equivalent.

CO-CURRICULAR INVOLVEMENT

At Xavier College, teachers are required to:

- initially fulfil co-curricular requirements in sports management or coaching in accordance with College guidelines
- act as a role model for participating students
- keep accurate records of student attendance and participation within the co-curricular activity
- where appropriate, nominate participating students for awards or school colours
- create and maintain a safe environment in which students may enjoy their participation
- oversee the provision and care of relevant equipment, materials and first aid requirements.

SELECTION CRITERIA

- Experienced teaching Year 12 Chemistry / Physics.

GENERAL & ADMINISTRATIVE EXPECTATIONS

At Xavier College, teachers are expected to:

- attend all scheduled staff meetings, Parent Teacher Interviews, student assemblies, staff conference days and ad hoc meetings/seminars/workshops as advised
- use Information and Communications Technologies in accordance with College expectations in regard to student/pastoral feedback, academic progress and all related matters
- maintain accurate records of student attendance
- adhere to College expectations regarding personal presentation and professional dress
- participate in Centre for Faith and Service retreat/spiritual programs and/or Outdoor Education programs, as required.
- undertake yard supervision as rostered
- attend whole Campus events, Masses and House carnivals.

COMPLIANCE

- Mandatory Reporting and Other Obligations-Protecting Children (annual update)
- Australian Childhood Foundation "Safeguarding Children" online module
- Disability Standards for Education (DSE) online module
- VIT Profession Code of Conduct
- First Aid Accreditation including CPR, Anaphylaxis, Asthma Management

TERMS AND CONDITIONS

Reporting Line: Head of Learning Area (Senior Campus Campus)
Head of Teaching and Learning-Senior Campus
All staff are responsible to the Director of Campus, the Principal and Rector.

Tenure:
Commencing 21 January 2021
As per employment contract

All staff are to be familiar with the College's policies including Child Safety and Protection.

Terms and conditions as per the Xavier College Enterprise Agreement 2016 or the Educational Services (Teachers) Award 2010, as applicable.